

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Current Announcement

GRAPHIC ARTS TECHNICIAN - 10312

Salary: \$24,595.20 - \$37,389.60

Announcement Date: August 21, 2013

Application Deadline: September 11, 2013

JOB INFORMATION

The Graphic Arts Technician is a permanent full-time position used by various state agencies. Positions are statewide but most are located in Montgomery. This is advanced and skilled technical graphic arts work in the operation of printing equipment and in the performance of the more complex technical processes used in the areas of copying, duplicating, and printing.

MINIMUM REQUIREMENTS

- High school diploma or GED and one year of experience in the skilled operation of composition, press, pre-press, and/or bindery equipment or a production printer.

OR

- Associate's Degree from an approved technical or trade school in graphic arts/compositions technology.

NOTE

Individuals on the employment register may be selectively certified based on work experience in one of the below specialties. The selective certification will be based on information provided by qualified applicants on their application. **Applicants must provide detailed information regarding previous work experience.**

- **Composition** – Must include experience operating graphic arts software and composition equipment and/or experience in layout, paste-up and design.
- **Pre-press** – Must include experience in the use of graphic arts camera, stripping or plate-making.
- **Press** – Must include experience setting-up, operating and maintaining a sheet-fed or web offset printing press.
- **Bindery** – Must include experience in binding books, periodicals, and pamphlets, and assembling related printed materials manually or by machine.
- **Production Printer** – Must include experience programming and operating an electronic production printer.

EXAMINATION

- **Open-Competitive** to all applicants
- Evaluation of **Training and Experience** as shown on the application.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.